

<b>II.</b>	<b>FISCAL SECTION</b>
<b>500</b>	<b>Budgets</b>

### **501 General Information**

The following guidelines are to be followed to complete the State Share Budget Summary and Budget Cover Sheet for *Network* Local Incentive Awardee (LIA) or Non-Profit Incentive Awardee (NIA) Program contract. These documents reflect summary totals from each of the 9-line items in the corresponding Budget Justification for the contract year. The following documents must be submitted for each contract year that organization participates in the LIA, NIA, and/or Special Project Programs:

1. **State Share Budget Summary - (required only of LIA and NIA contracts):** The State Share Budget Summary (Form A2) is the one-page 9-line item summary of your State Share Budget. Once approved by *Network* staff, the authorized project representative responsible for contracting for the organization (contract signatory) must sign the final negotiated State Share Budget Summary. This form becomes part of the Contract package.
2. **Budget Cover Sheet - (required of all *Network* funded contracts):** The Budget Cover Sheet (Form A4) summarizes both State and Federal Share Budget costs as detailed under the Budget Justification for each federal fiscal year of the contract. It also summarizes the State and Federal Budget from the previous year, and calculates the percent difference between the previous federal fiscal year and the current federal fiscal year. Special Projects should only complete the applicable Federal Share budget amounts. *Network* Contractors are required to provide justification if there is a decrease of more than 10% between the two federal fiscal years. Refer to appendix Section, Form A4 – Budget Cover Sheet template. An electronic version of this form can be found online at <http://www.ca5aday.com/FiscalGM>.

The *Network* has a Smart Growth Policy that restricts LIA and Special Project growth as follows:

1. With the exception of local health departments, there will be no new LIA contracts awarded before FFY 2008.
2. No new NIA contracts, with the exception of Food Stamp Outreach contracts or new outreach partners.
3. Limited growth of continuing and renewing contracts of up to 5% of previous fiscal year's budget. The 5% augmentation is contingent on compliance and expenditure performance.
4. No new Special Projects, with the exception of a Request for Applications to replace contractors reaching their term limit.